

FY03 Year End/Release 4.1 Testing Process

Objective: To validate the results of the FY03 year-end closing process, as well as the results of the Release 4.1 modifications.

Testing Procedure: The following steps outline the process to be followed during the testing. For FY03 close validation, document all results through report downloads or screenshots. For the Release 4.1 validation, all results should be document in the "Actual Results" column in the supplied testing spreadsheet.

FY03 Year End Validation

1. Verify FY03 ending balances agree with FY04 beginning balances by running a trial balance report.
2. Verify accounts were properly closed according to Code B-approved closing rules. Validate by executing a trial balance report, comparing FY03 and FY04 account balances.

Release 4.1 Validation

1. The Competency Center will enter transactions in FY04, and provide the document number information.
2. Using the results documented in Test Director (that will be sent to the identified Testers), each Center Team will validate the postings and document results. The following should be verified:
 - a. Validate SPL postings were posted to correct accounts, according to proper pro-Forma where applicable; the pro-Forma will be documented in the Expected Results column in the testing spreadsheet. The Expected Results will be compared to the Actual Results.
 - b. Validation of postings will be sent back to the CC (Monica Pennywell) to be entered into Test Director and if the test failed a defect will be logged so that corrective actions can be taken.